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18 OCT 1971

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 18 October 1971

1. Recruitment of Veterans: Recruitment Division is cooperating with the national Jobs for Veterans program. Recruiters have participated in so-called "Job Fairs" in Delaware and New Hampshire. Further participation is planned in Maryland and again in Delaware in November. "Job Fairs" are usually one-day gatherings of unemployed or underemployed veterans and potential employers. Normally, the program is jointly sponsored by The President's National Committee - Jobs for Veterans, the respective State Employment Service, the local Veterans Administration office, the nearest military base Project Transition Office, the local units of such veterans organizations as the American Legion, the Disabled American Veterans and the Veterans of Foreign Wars. Agency job offerings are usually rather limited to clerk/courier positions, a few selected military technical specialties, and occasionally a junior professional position for former officers and enlisted men who hold college degrees. While our participation is not a major recruitment source, it does enhance our image as an interested and cooperative organization.

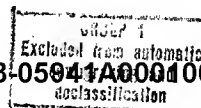
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2. Cooperative Education: [REDACTED] accompanied by

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[REDACTED] visited the University of Missouri and interviewed 28 applicants. Of this group, eight were selected for further consideration.

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At Georgia Tech three out of 13 interviewed were given application papers to complete and return to us. Five out of 11 interviewed at Draxal University were asked to submit a formal application.

3. Position Classification:

- a. A review was made of two Staffing Complement requests for the Office of Communications that provide for the realignment of 49 positions throughout the Office.
- b. Discussions were held with the officials of WPIC in preparation for a classification survey of the Operations Division, Imagery Exploitation Group which will begin on 18 October.
- c. Benchmark position descriptions are being developed for Reports Officer positions from GS-09 through GS-15 in the Clandestine Service as guides for our classification of these positions.

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/s/ Harry B. Fisher
Harry B. Fisher
Director of Personnel

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